

# RSVP Monthly Report

For the month of \_\_\_\_\_ 200\_\_

**No Reimbursement** for reports received after the 8th of the month.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Please Print Last First

Volunteer Site \_\_\_\_\_

Do you wish reimbursement for mileage, meals or bus?

Yes

No

Please attach Bus Pass and/or meal receipts.

☐☐

**IF YOU DO NOT CHECK YES, YOU WILL NOT BE REIMBURSED.**

Date	Hours	MILEAGE: Round trip from home to station only	Meals: Dollar Amount	VOLUNTEER ACTIVITY/ASSIGNMENT
Front Total				
Back Total				
Totals				

*RSVP Office Use Only*

Date Rec'd \_\_\_\_\_

Not Registered \_\_\_\_\_

Status \_\_\_\_\_

\_\_\_\_\_ miles X \_\_\_\_\_

= \$ \_\_\_\_\_

Meals \_\_\_\_\_

Bus \_\_\_\_\_

Other \_\_\_\_\_

Check  
Amount \_\_\_\_\_

Initial \_\_\_\_\_

Director \_\_\_\_\_

**QUESTIONS??**

**RSVP Phone Number  
(408) 979-7906**

**RSVP Fax Number  
(408) 979-0536**

Volunteer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please check mileage, dates and hours. Forms sent without signatures will be returned unless the volunteer or Supervisor is reporting "0" hours. If you have any questions, please call **RSVP** at (408) 979-7906  
(RSVP) Retired & Senior Volunteer Program \* 5730 Chambertin Drive, San Jose, CA 95118  
Department of Parks, Recreation & Neighborhood Services, Office on Aging, City of San Jose

RSVP Form 118.rev. 03/07

Date	Hours	Mileage: Round Trip from home to station only	Meals: Dollar Amount	VOLUNTEER ACTIVITY/ASSIGNMENT
Back Totals				

Please carry totals forward to front of report

**The following instructions to volunteers & supervisors are required by Federal guidelines and RSVP:**

1. **Monthly Reports** must be signed by both the **volunteer** and **station supervisor**. If reports requesting reimbursements are received without the supervisor's signature, **they will be returned for signature**.
2. **Mileage reimbursement is round trip from home to the volunteer's work station only**. Volunteers are allowed a maximum of **75 miles** per month (20 cents per mile) for maximum mileage reimbursement of **\$15.00**. **The YES box on the front of this report must be marked for reimbursement**.
3. A minimum of 12 hours of volunteer service per month, **at a registered RSVP site**, is required for reimbursement. Volunteer hours should be broken down by hours worked each day. No ditto marks.
4. Bus pass reimbursement will be \$8.00 per month. Please attach either a copy of the monthly sticker, or the proof of purchase card. Meals: Nutrition sites and bag lunches are not reimbursable. Four hours of volunteer service are required to be reimbursed for a meal. Meals will remain at a maximum of \$10.00 per month (\$1.25 per meal). **Please attach receipts to report and mark the YES box on the front for reimbursement**.
5. No checks will be written for less than \$3.00. **CHECKS ARE ISSUED EVERY TWO MONTHS**.
6. If a volunteer has no hours for a month (due to illness or vacation), please send in a monthly report with **zero hours**. A maximum of three consecutive zero monthly reports will be accepted. **If a volunteer does not report for three consecutive months they will automatically be withdrawn from the program**. Reinstatement requires three consecutive months of reports showing hours volunteered, no reports with zero hours will be accepted.
7. **RATES FOR VOLUNTEER REIMBURSEMENT MAY CHANGE WITHOUT NOTICE DUE TO BUDGET CONSTRAINTS**.

**Moving? Name change? Leaving RSVP? Illness? Please let us know, call (408) 979-7906.**